

## BPW Advisory 2012-1 Veteran-Owned Small Business - Subcontracting Documentation

### Veteran-Owned Small Business Enterprise - Subcontracting Documentation Issued June 20, 2012

**Purpose:** To provide standard procurement forms for agencies to issue when a solicitation contains a Veteran-owned Small Business Enterprise subcontracting goal.

**VSBEs:** Veteran-owned Small Business Enterprises, or VSBEs, must be verified by the Center for Veterans Enterprise of the United States Department of Veterans Affairs. The VSBE list is here: <http://www.vetbiz.gov> (<http://www.vetbiz.gov/>).

**Program:** Each agency must "structure its procurement procedures . . . to try to achieve an overall minimum of 0.5% of the unit's total dollar value of procurement contracts to be made directly or indirectly from veteran-owned small business enterprises." To achieve this goal, an agency must "assess the potential for VSBE prime contractor and subcontractor participation in each contract." If, after assessing the specific solicitation in light of the factors set forth in the regulation, the agency determines that subcontractor participation is the appropriate procurement strategy, the agency establishes a VSBE subcontract goal. Agencies may establish a VSBE goal and an MBE goal in the same solicitation if the assessment supports such an action. Language for an IFB/RFP with a VSBE subcontract goal is appended to this Advisory.

When a VSBE subcontract goal is established, bidders/offerors must submit a Utilization Affidavit and a Participation Schedule. Appended to this Advisory are the recommended forms for agencies to issue as an exhibit to the Invitation for Bids or the Request for Proposals. If an agency does not use the recommended forms, a written determination justifying the need for different forms must be included in the contract file.

**Authority:** § 14-602, State Finance & Procurement Article, Annotated Code of Maryland COMAR [21.11.13](http://www.dsd.state.md.us/comar/SearchTitle.aspx?scope=21) (<http://www.dsd.state.md.us/comar/SearchTitle.aspx?scope=21>)

## Attachments

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[IFB/RFP Language \(/Documents/2012-1%20Att%20A%\)](#)

[VSBE Utilization A Participation Schedule \(/Documents/2012-1%20Att%20B%\)](#)

[VSBE Participation \(/Documents/2012-1%20Att%20C%\)](#)

[FY14 VSBE Report \(/Documents/VSBereportingtempl](#)